



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods, and diverse communities of Fairfax County

## Instructions for Requesting Your Criminal Record by Mail

**Colonel  
Kevin Davis**  
*Chief of Police*

**Lt. Colonel  
J. Dean Lay**  
*Deputy Chief of  
Police for  
Investigations/  
Operations Support*

**Lt. Colonel  
Robert A. Blakley**  
*Deputy Chief of  
Police for Patrol*

**Lt. Colonel  
Gun Lee**  
*Deputy Chief of  
Police for  
Administration*

**Major  
Thea M. Pirnat**  
*Commander,  
Resource  
Management  
Bureau*

**Mark Blackington**  
*Director  
Central Records  
Division*

**1) Notarized PD Form 23:**

Use the attached form (PD Form 23) when requesting your criminal record by mail. Fill out the first five (5) lines of the REQUESTOR USE portion and **be sure to sign in front of a notary**. Be sure to attach contact information on a separate sheet of paper (i.e., email, address, and phone number).

**2) Notarized Copy of TWO (2) Identifications** (one must contain your photograph). Pursuant to VA Law, no other IDs are acceptable.

- U.S. or Foreign Passport
- U.S. Driver's License **OR** DMV Identification Card
- U.S. Military Identification Card
- U.S. Social Security Card
- **ORIGINAL** US Birth Certificate or **ORIGINAL** Foreign Birth Certificate accompanied by an **ORIGINAL** certified professional translation. (Please DO NOT provide copies of either your birth certificate or translation. All original documents will be returned).

**3) Ten dollar (\$10.00) fee in cash, money order, or check** payable to The County of Fairfax.

**4) Return Self-Addressed, Stamped Envelope**

Mail all requested items to:

Central Records  
Fairfax County Police Department  
12099 Government Center Parkway  
Suite #1400  
Fairfax, VA 22035  
Attn: Record Request

<http://www.fairfaxcounty.gov/police>

**\*We do NOT provide criminal history records to third parties, including attorneys' offices. You may only obtain your own record.\***

**Please include contact information for further communication**

**Fairfax County Police Department**  
12099 Government Center Parkway  
Fairfax, Virginia 22035  
703-246-2195, TTY 711  
Facsimile 703-246-3876  
[www.fairfaxcounty.gov](http://www.fairfaxcounty.gov)

